**Appendix 2: KPI’s for each project**

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| **Quarterly KPI Report** |

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| **Service Name** |  |
| **Date**  |  |
| **Monitoring Period**  |  |

**Please complete each section below:**

|  |  |
| --- | --- |
| **Key Project Set-Up Within first 6 months of the project.** | **Provide relevant evidence of:*** Recruitment of a service coordinator
* Development and implementation of a volunteer recruitment and support strategy
* Development, implementation and administration of the small grants programme to groups in community and health settings in local areas (building on the disbursement model in Annex 4);
* Development and delivery of a train the trainer model to upskill locally identified community volunteers so that they are able to deliver healthy cooking and eating courses in their local community
	+ demonstrate that sessions cover the components of healthy eating and being more physically active;
	+ demonstrate the programme is relevant for all cultures and is person centred;
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| **Reach**  | * Number of organisations mapped
* Number of organisations liaised with
* Number of grants awarded and for what specifics
* Number of training events delivered
* Number of participants in training and their demographics
* Number of volunteers / champions recruited

Summary engagement report, actions, organisations and issues. |
| **Implementation**  | * Number of activities / supports related to healthy eating, cooking
* Number of activities / supports related to growing projects
* Number of grants issued, who to, budget

Progress reports and process learning document with lessons learnt / successes |
| **Impact**  | Of those who are trained* Wellbeing – self reported wellbeing improvement;
* Increase in knowledge of key healthy eating messages and information regarding healthy eating and healthy lifestyles.
* Self-reported skills and confidence improvement

Recipients of the work as a result of the small grants demonstrate* Confidence - Self-reported increase confidence around healthy eating and cooking skills.
* Feel equipped with accessible, available information and material to support healthy eating and growing.
* Portion of fruit and vegetables consumed.
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| **Reflections** | Key service highlights this quarter:* What has gone well and resulted in positive outcomes for the service, what improvements have been implemented?
* What is causing challenges within the service? Is this affecting service delivery? Are their associated/identified risks around these challenges?
* What has been implemented to mitigate these risks/challenges?
* How will this be reviewed and what is the timeline for this?
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| **Annual summary and case study** | **Provide an annual summary of lessons learnt and reflections** to impact on the project going forward. This will include at least 2 case studies of clients (anonymised). |
| **Budget and grants report** | Project expenditure breakdown on a quarterly basis:* Staffing
* Venues
* Management cost
* Resources
* Marketing
* Printing / resource development

Grants disbursement:How many grants issued, who to, budget?* Demographics
* Record what delivered and how many people engaged
* Impacts: measurement of impact. This will evolve as the project develops.
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